EXPEDITE - DBE COMMITMENTS

The electronic bidding ebs files will now include a new folder titled 'DBE'. This folder will only appear in your file if there is a DBE Commitment on the proposal. This folder will allow you to list your DBE Commitments by item and submit with your bid electronically through Bid Express (www.bidx.com).

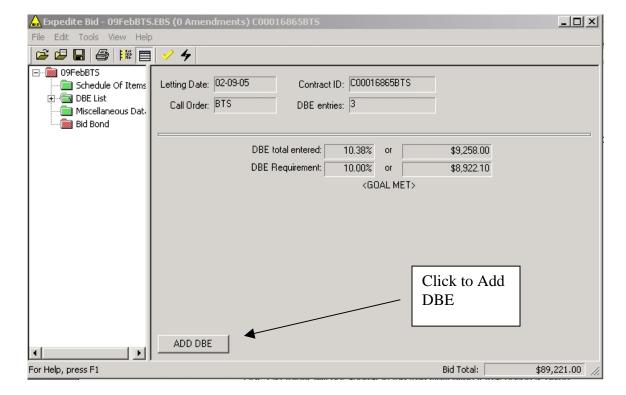
If you elect not to submit the DBE Commitments with your electronic bid, the C-111 must arrive by 10:00 a.m. Thursday following the Bid Letting. You can also fax the form to (804)786-2788. Your bid will still be accepted electronically.

The following is a guide to filling the DBE list folder out.

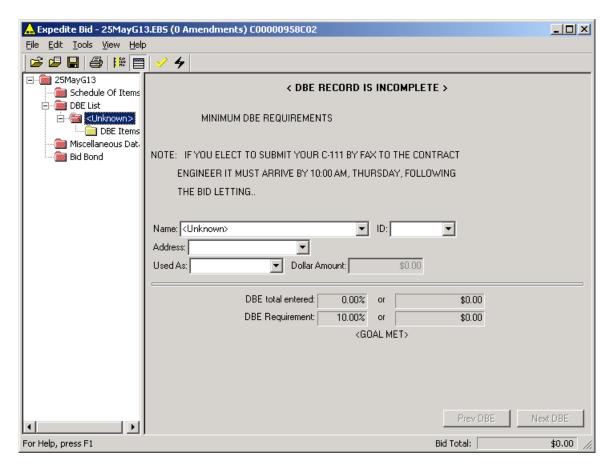
In order to have a drop-down listing of DBE's, you must download the DBE_VA.bin file from the www.bidx.com web site. Place this file in the same file as your proposals. You may also put the DBE_VA.bin file in the same directory as the bid.exe file.

(**Disclaimer**: This report is now updated by the Department of Minority Business and may not be inclusive. Therefore, you have the ability to add the firm if it is not on the listing).

The Schedule of Items must be filled out prior to entering any DBE information. Once this is done you can click on the DBE folder. To add a DBE, click ADD DBE.



Bid adds a new folder under DBE list in the left pane and displays text boxes for adding new DBE record information in the right pane window.



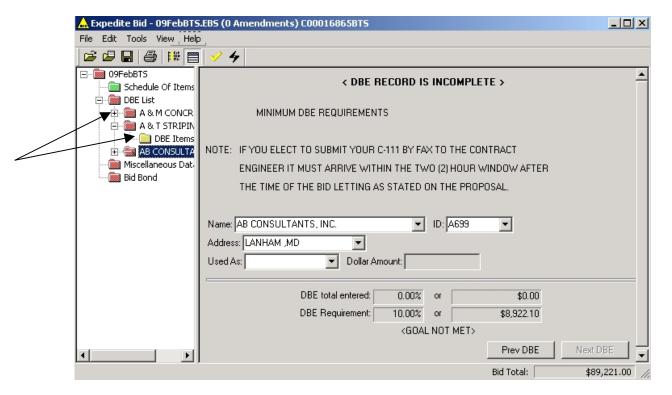
Enter the name of the new DBE vendor, or click in the down arrow to play a list of DBE firms. Click on the name you want to select and Bid enters information for that vendor into the remaining text boxes.

If the name of the DBE is not in list, type the name in the Name text box and press TAB to move to the next text box. Type the vendor ID number, then TAB to the Address text box and enter the vendor's City, State. In the Used As box, you can select if the DBE is to be used a manufacturer, supplier, or subcontractor. If you select Supplier, the system will calculate 60% credit. In the left pane, Bid adds a new folder DBE list labeled with the new vendor you added.

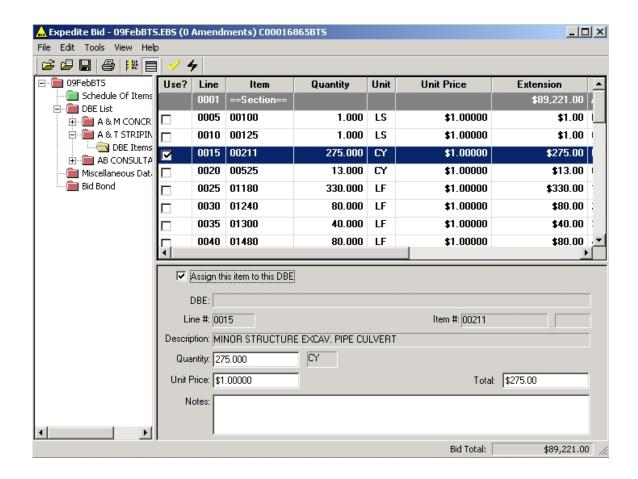
To change information on the vendor, click the vendor folder in the left pane and edit the information in the right pane. To delete a vendor from the list of DBE's for this proposal, select the vendor folder, right click and choose Delete DBE.

Adding DBE Commitment Items

Once a DBE vendor has been added to the proposal, you can now begin to commit items for that vendor. To commit an item for a vendor, click the plus sign beside the vendor folder in the left pane and an indented DBE item folder will appear.



Click on the DBE item folder to display the items on the proposal. You can click on an item in Use? Column to assign it to a DBE. You can also enter the quantity and unit price that you are subcontracting to the DBE.



Once you have assigned your DBE's and your commitment has been met, the folder will turn green. Be sure to save the file.

